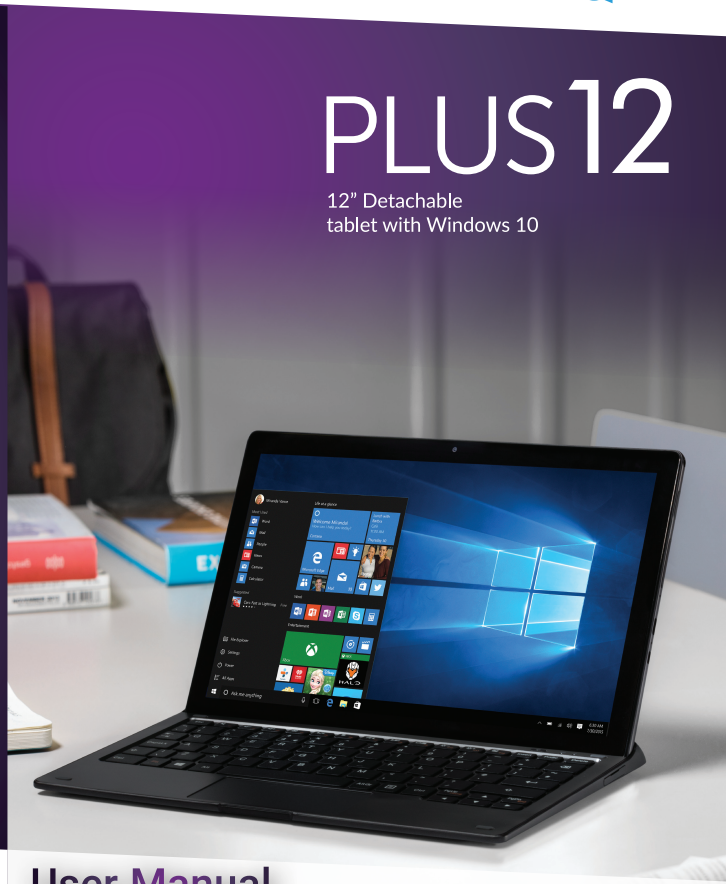
alcatel

PLUS 12

12” Detachable
tablet with Windows 10



alcatel

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Information in this document, including URL and other Internet website references, may change without notice.

User Manual

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SAR
www.sar-tick.com

These devices meet applicable national SAR limits of 2.0 W/kg. SAR values can be found on pages 8 and 15 of this user guide. When carrying the devices or using them while worn on your body, either use an approved accessory such as a holster or otherwise maintain a distance of 0 mm from the body to ensure compliance with RF exposure requirements. Note that the product may be transmitting even if you are not using it.

PROTECT YOUR HEARING

To prevent possible hearing damage, do not listen at high volume levels for long periods. Exercise caution when holding your device near your ear while the loudspeaker is in use.

Safety information for tablet

Safety and use

We recommend that you read this chapter carefully before using your device. The manufacturer disclaims any liability for damage, which may result as a consequence of improper use or use contrary to the instructions contained herein.

• TRAFFIC SAFETY

Given that studies show that using a device while driving a vehicle constitutes a real risk, even when the hands-free kit is used (car kit, headset...), drivers are requested to refrain from using their device when the vehicle is not parked.

When driving, do not use your device or headphone to listen to music or to the radio. Using a headphone can be dangerous and forbidden in some areas. When switched on, your device emits electromagnetic waves that can interfere with the vehicle's electronic systems such as ABS anti-lock brakes or airbags. To ensure that there is no problem:

- Do not place your device on top of the dashboard or within an airbag deployment area,
- Check with your car dealer or the car manufacturer to make sure that the dashboard is adequately shielded from device RF energy.

• CONDITIONS OF USE

You are advised to switch off the device from time to time to optimize its performance.

Switch the device off before boarding an aircraft.

Switch the device off when you are in healthcare facilities, except in designated areas. As with many other types of equipment now in regular use, these devices can interfere with other electrical or electronic devices, or equipment using radio frequencies.

Switch the device off when you are near gas or flammable liquids. Strictly obey all signs and instructions posted in a fuel depot, petrol station, or chemical plant, or in any potentially explosive atmosphere.

When the device is switched on, it should be kept at least 15 cm from any medical device such as a pacemaker, a hearing aid or insulin pump, etc. In particular when using the device, you should hold it against the ear on the opposite side to the device, if any.

To avoid hearing impairment, move the device away from your ear while using the "hands-free" mode because the amplified volume might cause hearing damage.

Do not let children use the device and/or play with the device and accessories without supervision.

Please note that your device is a unibody device, the back cover and battery are not removable. Do not attempt to disassemble your device. If you disassemble your device the warranty will not apply. Also disassembling the device may damage the battery, and may cause leakage of substances that could create an allergic reaction.

Always handle your device with care and keep it in a clean and dust-free place.

Do not allow your device to be exposed to adverse weather or environmental conditions (moisture, humidity, rain, infiltration of liquids, dust, sea air, etc.). The manufacturer's recommended operating temperature range is -0°C to +45°C.

At over 45°C the legibility of the device's display may be impaired, though this is temporary and not serious.

Do not open, dismantle or attempt to repair your device yourself.

Do not drop, throw or bend your device.

Do not use the device if the glass made screen is damaged, cracked or broken to avoid any injury.

Do not paint it.

Use only battery chargers and accessories which are recommended by TCL Communication Ltd. and its affiliates and are compatible with your device model. TCL Communication Ltd. and its affiliates disclaim any liability for damage caused by the use of other chargers or accessories.

Remember to make back-up copies or keep a written record of all important information stored in your device.

Some people may suffer epileptic seizures or blackouts when exposed to flashing lights, or when playing video games. These seizures or blackouts may occur even if a person never had a previous seizure or blackout. If you have experienced seizures or blackouts, or if you have a family history of such occurrences, please consult your doctor before playing video games on your device or enabling a flashing-lights feature on your device.

Parents should monitor their children's use of video games or other features that incorporate flashing lights on the device. All persons should discontinue use and consult a doctor if any of the following symptoms occur: convulsion, eye or muscle twitching, loss of awareness, involuntary movements, or disorientation. To limit the likelihood of such symptoms, please take the following safety precautions:

- Do not play or use a flashing-lights feature if you are tired or need sleep.
- Take a minimum of a 15-minute break hourly.
- Play in a room in which all lights are on.
- Play at the farthest distance possible from the screen.
- If your hands, wrists, or arms become tired or sore while playing, stop and rest for several hours before playing again.
- If you continue to have sore hands, wrists, or arms during or after playing, stop the game and see a doctor.

When you play games on your device, you may experience occasional discomfort in your hands, arms, shoulders, neck, or other parts of your body. Follow the instructions to avoid problems such as tendinitis, carpal tunnel syndrome, or other musculoskeletal disorders.

Sometimes your screen may be temporarily blank in case of electrostatic discharge which may potentially damage your device.

To restore your screen, please press the Power button. The screen should be restored shortly.

• PRIVACY

Please note that you must respect the laws and regulations in force in your jurisdiction or other jurisdiction(s) where you will use your device regarding taking photographs and recording sounds with your device. Pursuant to such laws and regulations, it may be strictly forbidden to take photographs and/or to record the voices of other people or any of their personal attributes, and duplicate or distribute them, as this may be considered to be an invasion of privacy. It is the user's sole responsibility to ensure that prior authorization be obtained, if necessary, in order to record private or confidential conversations or take a photograph of another person; the manufacturer, the seller or vendor of your device (including the operator) disclaim any liability which may result from the improper use of the device.

Please note by using the device some of your personal data may be shared with the main device. It is under your own responsibility to protect your own personal data, not to share with it with any unauthorized devices or third party devices connected to yours. For products with Wi-Fi features, only connect to trusted Wi-Fi networks. Also when using your product as a hotspot (where available), use network security. These precautions will help prevent unauthorized access to your device. Your product can store personal information in various locations including a SIM card, memory card, and built-in memory. Be sure to remove or clear all personal information before you recycle, return, or give away your product. Choose your apps and updates carefully, and install from trusted sources only. Some apps can impact your product's performance and/or have access to private information including account details, call data, location details and network resources.

Note that any data shared with TCL Communication Ltd. is stored in accordance with applicable data protection legislation. For these purposes TCL Communication Ltd. implements and maintains appropriate technical and organizational measures to protect all personal data, for example against unauthorized or unlawful processing and accidental loss or destruction of or damage to such personal data whereby the measures shall provide a level of security that is appropriate having regard to

(i) the technical possibilities available,

(ii) the costs for implementing the measures,

(iii) the risks involved with the processing of the personal data, and

(iv) the sensitivity of the personal data processed.

You can access, review and edit your personal information at any time by logging into your user account, visiting your user profile or by contacting us directly. Should you require us to edit or delete your personal data, we may ask you to provide us with evidence of your identity before we can act on your request.

• BATTERY

Following new air regulation, the battery of your product is not charged. Please charge it first.

Observe the following precautions for battery use:

- Do not attempt to open the back cover and replace the inner rechargeable Li-polymer battery. Please contact the dealer to replace it.
- Do not attempt to eject, replace and open battery.
- Do not punctuate the back cover of your device.
- Do not burn or dispose of your device in household rubbish or store it at temperature above 50°C.

- Dispose of used batteries according to the instructions. Risk of explosion if battery replaced by an incorrect type.

This symbol on your device, the battery and the accessories means that these products must be taken to collection points at the end of their life:

- Municipal waste disposal centers with specific bins for these items of equipment.

- Collection bins at points of sale.

They will then be recycled, preventing substances being disposed of in the environment, so that their components can be reused.

In European Union countries:

These collection points are accessible free of charge.

All products with this sign must be brought to these collection points.

In non-European Union jurisdictions:

Items of equipment with this symbol are not to be thrown into ordinary bins if your jurisdiction or your region has suitable recycling and collection facilities; instead they are to be taken to collection points for them to be recycled.

• CHARGERS

Mains powered chargers will operate within the temperature range of 0°C to 40°C.

The chargers designed for your device meet with the standard for safety of information technology equipment and office equipment use. They are also compliant to the eco design directive 2009/125/EC. Due to different applicable electrical specifications, a charger you purchased in one jurisdiction may not work in another jurisdiction. They should be used for this purpose only.

The charger shall be installed near the equipment and shall be easily accessible.

Radio waves

THIS DEVICE MEETS INTERNATIONAL GUIDELINES FOR EXPOSURE TO RADIO WAVES

Your device is a radio transmitter and receiver. It is designed not to exceed the limits for exposure to radio waves (radio frequency electromagnetic fields) recommended by international guidelines. The guidelines were developed by an independent scientific organization (ICNIRP) and include a substantial safety margin designed to assure the safety of all persons, regardless of age and health. The radio wave exposure guidelines use a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit for mobile devices is 2 W/kg.

Tests for SAR are conducted using standard operating positions with the device transmitting at its highest certified power level in all tested frequency bands. The highest SAR value under the ICNIRP guidelines for this device model is:

Maximum SAR for this model and conditions under which it was recorded:		
Body worn	2.4GHz WLAN	1.07 W/Kg

During use, the actual SAR values for this device are usually well below the values stated above. This is because, for purposes of system efficiency and to minimize interference on the network, the operating power of your device is automatically decreased when full power is not needed. The lower the power output of the device, the lower its SAR value.

Body-worn SAR testing has been carried out at a separation distance of 0 mm. To meet RF exposure guidelines during body-worn operation, the device should be positioned at least this distance away from the body.

If you are not using an approved accessory, ensure that whatever product is used is free of any metal and that it positions the device the indicated distance away from the body.

Organizations such as the World Health Organization and the US Food and Drug Administration have suggested that if people are concerned and want to reduce their exposure they could use a hands-free accessory to keep the wireless device away from the head or body during use, or reduce the amount of time spent on the device.

Licences

microSD Logo is a trademark.

The Bluetooth word mark and logos are owned by the Bluetooth SIG, Inc. and any use of such m arks by TCL Communication Ltd. and its affiliates is under license. Other trademarks and trade names are those of their respective owners.

Alcatel 8090 Bluetooth Declaration ID D035122

The Wi-Fi Logo is a certification mark of the Wi-Fi Alliance.

This equipment may be operated in all European countries. The 5150-5350 MHz band is restricted to indoor use only.

BE	BG	CZ	DK	DE	EE	IE
EL	ES	FR	HR	IT	CY	LV
LT	LU	HU	MT	NL	AT	PL
PT	RO	SI	SK	FI	SE	UK

We hereby point out that the end user warranty for infringement IPR is solely limited to the EU.

If and to the extent that the Product is exported, taken with or used by end customer or end user outside the EU any responsibility , warranty or indemnification of manufacturer and its suppliers in regard to the Product expires (including any indemnification in regard to infringement IPR).

General information

- **Internet address:** www.alcatel-mobile.com
- **Hotline:** See the "SERVICES" leaflet that came with your device or go to our website.
- **Manufacturer:** TCL Communication Ltd.
- **Address:** 5/F, Building 22E, 22 Science Park East Avenue, Hong Kong Science Park, Shatin, NT, Hong Kong

On our website, you will find our FAQ (Frequently Asked Questions) section. You can also contact us by email to ask any questions you may have.

This radio equipment operates with the following frequency bands and maximum radio-frequency power:

802.11b: 15.0 dBm

802.11g: 17.0 dBm

802.11n HT20 (2.4GHz): 13.5 dBm

802.11n HT40 (2.4GHz): 13.0 dBm

802.11a: 16.0 dBm

802.11n HT20 (5GHz): 15.0 dBm

802.11n HT40 (5GHz): 14.5 dBm

802.11ac: 13.0 dBm

Bluetooth: 4.0 dBm

Hereby, TCL Communication Ltd. declares that the radio equipment type **Alcatel** 8090 is in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address: http://www.alcatel-mobile.com/EU_doc.

The description of accessories and components, including software, which allow the radio equipment to operate as intended, can be obtained in the full text of the EU declaration of conformity at the following internet address: http://www.alcatel-mobile.com/EU_doc.

● Disclaimer

There may be certain differences between the user manual description and the device's operation, depending on the software release of your device or specific operator services.

TCL Communication shall not be held legally responsible for such differences, if any, nor for their potential consequences, which responsibility shall be borne by the operator exclusively.

This device may contain materials, including applications and software in executable or source code form, which is submitted by third parties for inclusion in this device ("Third Party Materials").

All third party materials in this device are provided "as is", without warranty of any kind, whether express or implied, including the implied warranties of merchantability, fitness for a particular purpose or use/third party application, interoperability with other materials or applications of the purchaser and non-infringement of copyright. The purchaser undertakes that TCL Communication has complied with all quality obligations incumbent upon it as a manufacturer of mobile devices and devices in complying with Intellectual Property rights. TCL Communication will at no stage be responsible for the inability or failure of the Third Party Materials to operate on this device or in interaction with any other devices of the purchaser. To the maximum extent permitted by law, TCL Communication disclaims all liability for any claims, demands, suits or actions, and more specifically – but not limited to – tort law actions, under any theory of liability, arising out of the use, by whatever means, or attempts to use, such Third Party Materials. Moreover, the present Third Party Materials, which are provided free of charge by TCL Communication, may be subject to paid updates and upgrades in the future; TCL Communication waives any responsibility regarding such additional costs, which shall be borne exclusively by the purchaser. The availability of the applications may vary depending on the countries and the operators where the device is used;

in no event shall the list of possible applications and software provided with the devices be considered as an undertaking from TCL Communication; it shall remain merely as information for the purchaser. Therefore, TCL Communication shall not be held responsible for the lack of availability of one or more applications wished for by the purchaser, as its availability depends on the country and the operator of the purchaser. TCL Communication reserves the right at any time to add or remove Third Party Materials from its devices without prior notice; in no event shall TCL Communication be held responsible by the purchaser for any consequences that such removal may have on the purchaser regarding the use or attempt to use such applications and Third Party Materials.

Warranty for tablet

Your device is warranted against any defect or malfunctioning which may occur in conditions of normal use during the warranty period of twelve (12) months (1) from the date of purchase as shown on your original invoice.

Batteries (2) and accessories sold with your device are also warranted against any defect which may occur during the first six (6) months (1) from the date of purchase as shown on your original invoice.

In case of any defect of your device which prevents you from normal use thereof, you must immediately inform your vendor and present your device with your proof of purchase.

(1) The warranty period may vary depending on your country.

(2) The life of a rechargeable mobile device battery in terms of conversation time standby time, and total service life, will depend on the conditions of use and network configuration. Batteries being considered expendable supplies, the specifications state that you should obtain optimal performance for your device during the first six months after purchase and for approximately 200 more recharges.

If the defect is confirmed, your device or part thereof will be either replaced or repaired, as appropriate. Repaired device and accessories are entitled to a one (1) month warranty for the same defect. Repair or replacement may be carried out using reconditioned components offering equivalent functionality.

This warranty covers the cost of parts and labor but excludes any other costs.

This warranty shall not apply to defects to your device and/or accessory due to (without any limitation):

1) Non-compliance with the instructions for use or installation, or with technical and safety standards applicable in the geographical area where your device is used;

2) Connection to any equipment not supplied or not recommended by TCL Communication Ltd.;

3) Modification or repair performed by individuals not authorised by TCL Communication Ltd. or its affiliates or your vendor;

4) Modification, adjustment or alteration of software or hardware performed by individuals not authorized by TCL Communication Ltd. ;

5) Inclement weather, lightning, fire, humidity, infiltration of liquids or foods, chemical products, download of files, crash, high voltage, corrosion, oxidation...

Your device will not be repaired in case labels or serial numbers (IMEI/SN)have been removed or altered.

There are no express warranties, whether written, oral or implied, other than this printed limited warranty or the mandatory warranty provided by your country or jurisdiction.

In no event shall TCL Communication Ltd. or any of its affiliates be liable for indirect, incidental or consequential damages of any nature whatsoever, including but not limited commercial or financial loss or damage, loss of data or loss of image to the full extent those damages can be disclaimed by law.

Some countries/states do not allow the exclusion or limitation of indirect, incidental or consequential damages, or limitation of the duration of implied warranties, so the preceding limitations or exclusions may not apply to you.

Safety information for keyboard

Battery

Following new air regulation, the battery of your product is not charged. Please charge it first.

Observe the following precautions for battery use:

- Do not attempt to open the back cover and replace the inner rechargeable Li-polymer battery. Please contact the dealer to replace it.
- Do not attempt to eject, replace and open battery.
- Do not punctuate the back cover of your device.
- Do not burn or dispose of your device in household rubbish or store it at temperature above 50°C.
- Dispose of used batteries according to the instructions. Risk of explosion if battery replaced by an incorrect type.

This symbol on your device, the battery and the accessories means that these products must be taken to collection points at the end of their life:

- Municipal waste disposal centers with specific bins for these items of equipment.

- Collection bins at points of sale.

They will then be recycled, preventing substances being disposed of in the environment, so that their components can be reused.

In European Union countries:

These collection points are accessible free of charge.

All products with this sign must be brought to these collection points.

In non-European Union jurisdictions:

Items of equipment with this symbol are not to be thrown into ordinary bins if your jurisdiction or your region has suitable recycling and collection facilities; instead they are to be taken to collection points for them to be recycled.

Chargers

Mains powered chargers will operate within the temperature range of 0°C to 40°C.

The chargers designed for your device meet with the standard for safety of information technology equipment and office equipment use. They are also compliant to the eco design directive 2009/125/EC. Due to different applicable electrical specifications, a charger you purchased in one jurisdiction may not work in another jurisdiction. They should be used for this purpose only.

The charger shall be installed near the equipment and shall be easily accessible.

Radio waves

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Your device is a radio transmitter and receiver. It is designed not to exceed the limits for exposure to radio waves (radio frequency electromagnetic fields) recommended by international guidelines. The guidelines were developed by an independent scientific organization (ICNIRP) and include a substantial safety margin designed to assure the safety of all persons, regardless of age and health. The radio wave exposure guidelines use a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit for mobile devices is 2 W/kg.

Tests for SAR are conducted using standard operating positions with the device transmitting at its highest certified power level in all tested frequency bands. The highest SAR values under the ICNIRP guidelines for this device model are:

LKB002X:

Maximum SAR for this model and conditions under which it was recorded:		
Body worn	LTE 7	0.80 W/Kg

During use, the actual SAR values for this device are usually well below the values stated above. This is because, for purposes of system efficiency and to minimize interference on the network, the operating power of your device is automatically decreased when full power is not needed. The lower the power output of the device, the lower its SAR value.

Body-worn SAR testing has been carried out at a separation distance of 0 mm. To meet RF exposure guidelines during body-worn operation, the device should be positioned at least this distance away from the body.

If you are not using an approved accessory, ensure that whatever product is used is free of any metal and that it positions the device the indicated distance away from the body.

Organizations such as the World Health Organization and the US Food and Drug Administration have suggested that if people are concerned and want to reduce their exposure they could use a hands-free accessory to keep the wireless device away from the head or body during use, or reduce the amount of time spent on the device.

General information

- **Internet address:** www.alcatel-mobile.com
- **Hotline:** See the "SERVICES" leaflet that came with your device or go to our website.
- **Manufacturer:** TCL Communication Ltd.
- **Address:** 5/F, Building22E, Science Park West Avenue, Hong Kong Science Park, Pak Shek Kok, Hong Kong.

On our website, you will find our FAQ (Frequently Asked Questions) section. You can also contact us by email to ask any questions you may have.

This radio equipment operates with the following frequency bands and maximum radio-frequency power:

WCDMA Band I: 23.5 dBm

WCDMA Band VIII: 24.0 dBm

LTE B1/3/8/20/28: 23.5 dBm

LTE B7: 24.0 dBm

802.11b: 14.0 dBm

802.11g: 13.5 dBm

802.11n HT20 (2.4 GHz): 13.5 dBm

802.11n HT40 (2.4 GHz): 13.5 dBm

Hereby, TCL Communication Ltd. declares that the radio equipment type **Alcatel** LKB002X is in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address: http://www.alcatel-mobile.com/EU_doc.

The description of accessories and components, including software, which allow the radio equipment to operate as intended, can be obtained in the full text of the EU declaration of conformity at the following internet address: http://www.alcatel-mobile.com/EU_doc.

We hereby point out that the end user warranty for infringement IPR is solely limited to the EU.

If and to the extent that the Product is exported, taken with or used by end customer or end user outside the EU any responsibility , warranty or indemnification of manufacturer and its suppliers in regard to the Product expires (including any indemnification in regard to infringement IPR).

Warranty for keyboard

Your product is warranted against any defect or malfunctioning which may occur in conditions of normal use during the warranty period of six (6) months[1] from the date of purchase as shown on your original invoice.

In case of any defect of your product which prevents you from normal use thereof, you must immediately inform your vendor and present your product with your proof of purchase.

If the defect is confirmed, your product or part thereof will be either replaced or repaired, as appropriate. Repaired product and accessories are entitled to a one [1] month warranty for the same defect. Repair or replacement may be carried out using reconditioned components offering equivalent functionality.

This warranty covers the cost of parts and labor but excludes any other costs.

This warranty shall not apply to defects to your product and/or accessory due to (without any limitation):

1) Non-compliance with the instructions for use or installation, or with technical and safety standards applicable in the geographical area where your product is used,
2) Connection to any equipment not supplied or not recommended by TCL Communication Ltd.,
3) Modification or repair performed by individuals not authorised by TCL Communication Ltd. or its affiliates or your vendor,
4) Modification, adjustment or alteration of software or hardware performed by individuals not authorized by TCL Communication Ltd.,
5) Inclement weather, lightning, fire, humidity, infiltration of liquids or foods, chemical products, download of files, crash, high voltage, corrosion, oxidation…

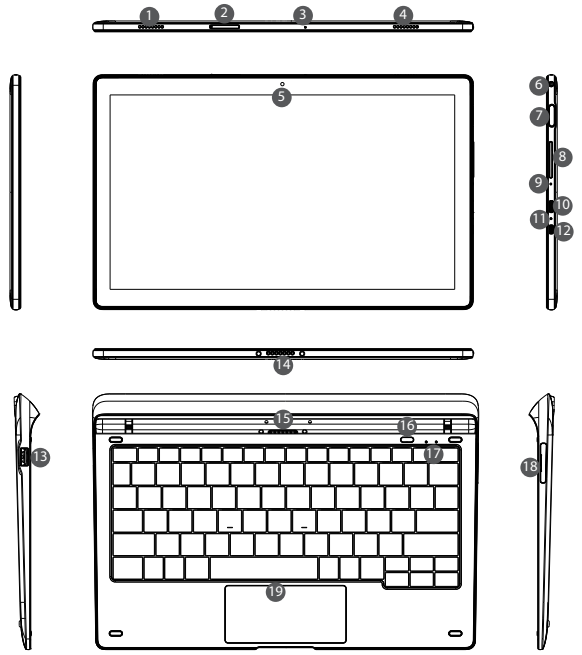
Your product will not be repaired in case labels or serial numbers have been removed or altered. There are no express warranties, whether written, oral or implied, other than this printed limited warranty or the mandatory warranty provided by your country or jurisdiction.

[1] The warranty period may vary depending on your country.

In no event shall TCL Communication Ltd. or any of its affiliates be liable for indirect, incidental or consequential damages of any nature whatsoever, including but not limited commercial or financial loss or damage, loss of data or loss of image to the full extent those damages can be disclaimed by law. Some countries/states do not allow the exclusion or limitation of indirect, incidental or consequential damages, or limitation of the duration of implied warranties, so the preceding limitations or exclusions may not apply to you.

1 Getting started

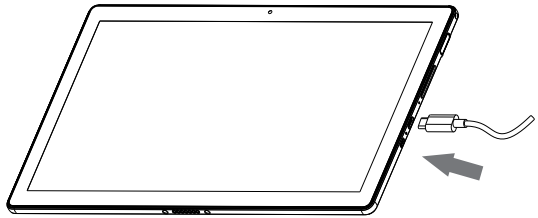
1.1 Appearance



Number	Function
1	Speaker
2	microSD card slot
3	Microphone
4	Speaker
5	Front camera
6	Headset port
7	Power key & Fingerprint sensor
8	Volume Up/Down
9	Microphone
10	USB Type-C port
11	Charging indicator
12	Micro HDMI port
13	USB port
14	Connectors to keyboard
15	Connectors to tablet
16	Keyboard 4G on/off button
17	Power and data indicators
18	SIM card slot
19	Touchpad

1.2 Charging the tablet

It is advisable to charge your tablet in preparation for its first use. The USB Type-C port on your tablet can be used to charge the tablet directly.



Note: When the tablet is properly docked in the keyboard, you can use a single charging cable to charge the tablet and keyboard at the same time.

When the tablet is not properly docked or folded, the charging cable charges only the tablet.

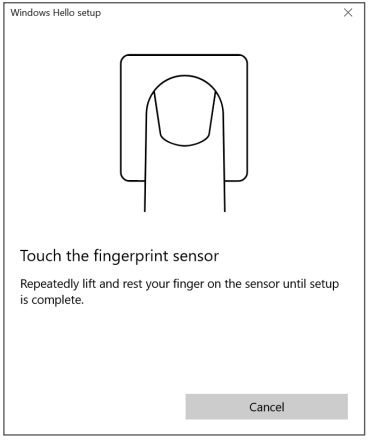
When the tablet is not being charged, docking it properly charges the keyboard. If the tablet battery is over 10% and the keyboard battery is lower than 10%, the keyboard will be charged to 15%.

1.3 Setting up your fingerprint

If you want to maximize the protection for your account privacy, setting up a fingerprint may be the best choice. Choose **Settings > Accounts > Sign-in options** to go to the setup page. Before setting up your fingerprint, you need to set an acount password.

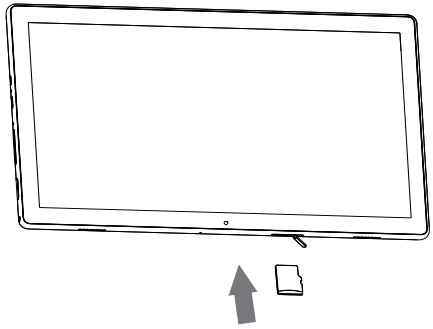
- Touch **Set up** under "Fingerprint".
- In the **Welcome to Windows Hello** window, touch **Get started**.
- Touch the fingerprint sensor (surface of the Power key), and repeatedly lift and rest your finger on the sensor until the setup is complete.

After your fingerprint is set up, your device becomes more personal and you can unlock it just with a finger touch.

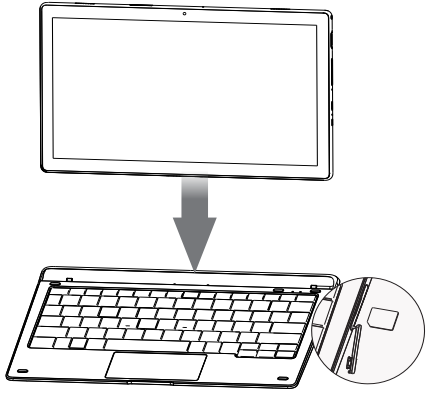

Windows Hello setup
Touch the fingerprint sensor
Repeatedly lift and rest your finger on the sensor until setup is complete.
Cancel

1.4 Inserting microSD and SIM card

Insert the microSD card to expand your tablet's storage.



Insert a 3G/4G SIM card into the SIM card slot, dock your tablet correctly with the keyboard, and connect to the keyboard hotspot to start your Plus12 experience.



1.5 Mode switchover

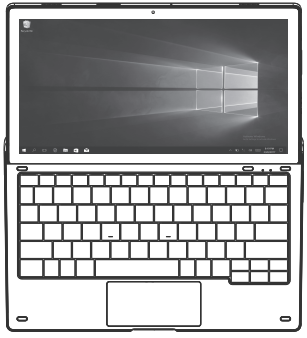
Once your tablet has started, you can choose your preferred viewing mode.

When you separate your tablet from the keyboard, it supports switchover between the landscape and portrait modes.

When you dock your tablet on the keyboard, it switches to the laptop mode.

Landscape mode

Portrait mode



Laptop mode

1.6 Projecting to a larger display

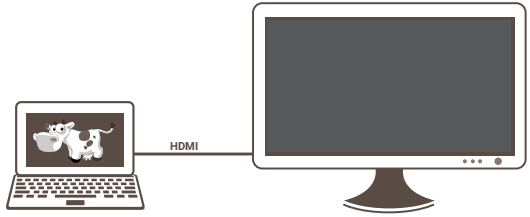
You can project the tablet sreen to a larger display like a TV. Switch to the laptop mode to make the most of this feature.

1.6.1 Use an HMDI cable

- Use an HDMI cable to interconnect the HDMI ports of the tablet and display device.
- Select Action center in the taskbar, and touch **Project**. Then there will be four modes available for selection: **PC screen only**, **Duplicate**, **Extend**, and **Second screen only**.

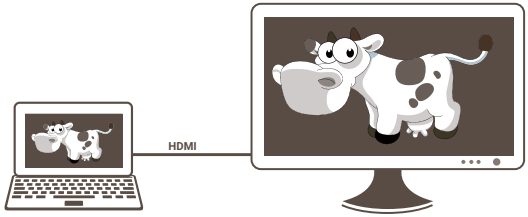
PC screen only

In this mode, the communication is interrupted between the tablet and display device. That is, contents appear only on the tablet screen.



Duplicate

In this mode, the tablet screen is synchronized to the display screen. Operations on the tablet will be reflected on the display device in real time. You can use this mode for full presentation of contents in your tablet.



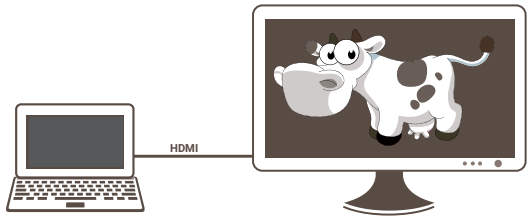
Extend

In this mode, you can share an object to the display screen by dragging it to the left edge of your tablet screen. Upon its full appearance on the display screen, you can perform further operations on the object. This mode allows you to share only the desired objects so as to be more protective of your privacy.

The dragging and operations on the display screen take effect only with a mouse or the keyboard touchpad.

Second screen only

In this mode, the tablet screen turns off while its contents appear on the display screen. Upon initial switchover, you can touch **Revert** or wait 10 seconds to exit, or stay in this mode as long as you desire. It is advisable to use the keyboard or a mouse to perform operations on the display screen.



1.6.2 Project wirelessly

You may sometimes find your HDMI is not long enough or have other restrictions. In this case, to project wirelessly would be an ideal solution.

- Use an HDMI cable to connect a Wi-Fi display receiver to the display device.
- Select Action center in the taskbar, and touch **Project > Connect to a wireless display**.
- After the Wi-Fi display receiver is searched out, touch for connection. Then the preceding projection modes will be available for selection.

1.7 Accounts and signing in

When you set up your Plus12, an account is set up for you. You can create additional accounts later for family and friends, so each person using your Plus12 can set it up just the way he or she likes.

1.7.1 Sign in

- Turn on or wake your Plus12 by pressing the power button.
- Swipe up on the screen or tap a key on the keyboard.
- If you see your account name and account picture, enter your password and select the right arrow or press Enter on your keyboard.
- If you see a different account name, select your own account from the list at the left. Then enter your password and select the right arrow or press Enter on your keyboard.

1.7.2 Sign out

Here's how to sign out:

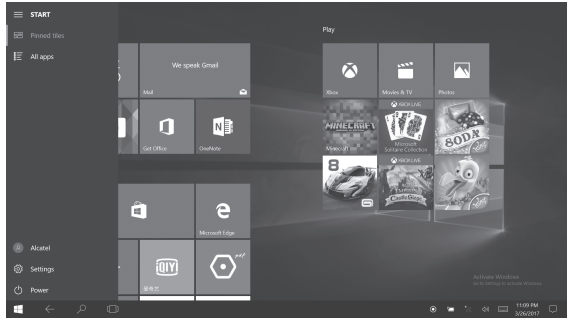
- Go to Start , and right-click your name. Then select **Sign out**.

2 Getting to know Windows 10

2.1 Go to Start

Select Start in the taskbar or press the Start key on your keyboard to open the Start menu.

- At the lower left of the Start menu, you'll find quick links to **Pinned tiles**, **Settings**, **Power** (shut down, sleep, and restart), and **All apps**.
- The apps you've used most often appear at the upper left.
- Your name and profile picture appear at the top of the left side. Select them to change your account settings, lock the screen, or sign out.



Tiles on Start act as quick links to apps. You can rearrange, resize, add, and remove tiles whenever you want.

2.2 Action center

You can open the action center with one of the following methods:

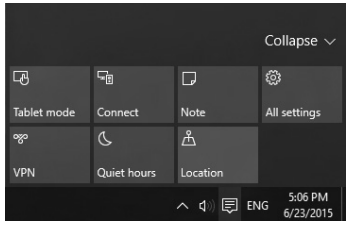
- Swipe in from the right edge of the screen.
- Select Action center in the taskbar.
- Touch the keyboard touchpad with four fingers.
- Press keys **+A** on the keyboard at the same time.

2.2.1 Notifications at a glance

If a notification has an arrow to the right, select the arrow to read more or take action—like replying to a message—without having to open the related app or other notification sender. If you don't want to take any action, clear the notification by selecting and dragging it off screen to the right, or by selecting the clear **X** button.

2.2.2 Take a shortcut

Quick actions take you right to the settings and apps you're likely to use often, from Bluetooth to brightness. When you open action center you'll see all your available quick actions. Collapse them to see only your top picks.



2.3 Search

Search is always ready for you. Just select the search box in the taskbar and enter your question. Or, go to Start, and select Cortana. You can also open Cortana by touching the keyboard touchpad with three fingers.

2.3.1 Cortana

Cortana is your digital agent. She'll help you get things done. The more you use Cortana, the more personalized your experience will be. To get started, type a question in the search box, or select the microphone and talk to Cortana.

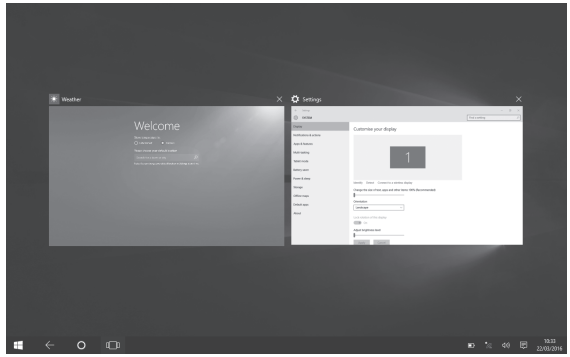
If you're not sure what to say, you'll see suggestions in Cortana home when you select the search box on the taskbar.

Here are some things Cortana can do for you:

- Give you reminders based on time, places, or people.
- Track packages, teams, interests, and flights.
- Send emails and texts.
- Manage your calendar and keep you up to date.
- Create and manage lists.
- Chit chat and play games.
- Find facts, files, places, and info.
- Open any app on your system.

2.4 Task view and virtual desktops

Swipe in from the left edge of the screen or select **Task view** from the taskbar to see all your open apps. Select an app to focus on or close an app by clicking the X in the upper-right corner of the app.



While you're in Task view, you can create a new virtual desktop by selecting **New desktop** in the lower-right corner. Each virtual desktop can have its own set of open apps. To switch between desktops, open Task view and select a desktop.

2.5 OneDrive

OneDrive is online storage that comes with your Microsoft account. According to Microsoft policy, each Windows account could have 5GB free cloud space with OneDrive. Save your documents, photos, and other files to the OneDrive folder on your Plus12 and they'll be synced to OneDrive in the cloud whenever you have an Internet connection. The copy in the cloud is available to you from any web-connected device. If you want to, you can share some of the folders in your OneDrive with others or send someone a link to just one page.

To save space on your Plus12, you can choose not to sync some of your OneDrive folders. You can still access your files on the Internet by signing into OneDrive.com, but they won't be available in File Explorer. You can add them back at any time.

Here's how to choose which folders to sync:

- Select File Explorer in the taskbar and open the OneDrive folder.
- Right-click any folder in OneDrive and select **Choose OneDrive folders to sync** to produce a list of all the folders in your OneDrive account.
- Select the folders you want to sync to your Plus12 and select **OK**.

2.5.1 Save files you're working on to OneDrive

To save a file from a desktop app directly to OneDrive, choose OneDrive in the left panel of the Save As screen. Then navigate to the folder where you want to save the file.

2.6 Windows Ink

You can use this function with a compatible eletronic pen, a mouse or your fingers. To turn on the workspace, press and hold (or right-click) on the taskbar, and then select **Show Windows Ink Workspace** button.

Select **Windows Ink Workspace** from the taskbar to open it. From here, you'll see Sticky Notes, sketchpad, and screen sketch.

2.6.1 Set reminders and more with Sticky Notes

Windows Ink Workspace works with Cortana to make Sticky Notes even more useful, helping you write down reminders, doodle away, or note a great idea.

Make a new Sticky Note by selecting **Add Note**, drag it around your screen, and change its size and color by selecting **More**.

Write a reminder like "Call Tom at 4 PM," select the text in blue, and then add a reminder. Cortana will remind you later. Make a note with a flight number, and she'll use it to track your itinerary. Sticky notes can help you keep track of all kinds of things, such email addresses, home addresses, stock info, phone numbers—you name it.

If the text doesn't turn blue, you may have to turn on insights. On your note, select **More > Settings**, and make sure Enable insights is turned on

2.6.2 Draw in the sketchpad

The sketchpad is a blank slate for you to draw whatever you want. Choose your writing instrument, including a ballpoint pen, pencil, or highlighter. Use Stencils—including a ruler or protractor—to guide your lines. Change the size of your brush strokes even as you draw them. If your hand slips, make fixes with different erasers.

2.6.3 Add notes to screenshots using screen sketch

Open screen sketch and draw on whatever you're doing on your Plus12 at that moment, or resume a previous screen sketch. All sketchpad tools are here, from Stencils to line width to sharing and exporting.

2.7 Cameras and other related apps

Plus12 has a front-facing camera (5 megapixel). You can use the front camera to video chat with a friend.

2.7.1 Take photos and record videos

By default, the built-in Camera app is ready to take photos, but you can switch easily between photo and video mode. To take a photo or record a video:

- Go to Start, and select **Camera**.
- Select the on-screen Camera or Video button to activate the camera you want to use and select the button again to take a picture or start recording video.

Note: To pin the Camera app to Start, select **All Apps**, press and hold (or right-click) the Camera app, and select **Pin to Start**

2.7.2 Change camera options

Quick settings

You can find the quick settings in the upper part of the viewfinder screen.

HDR	Select HDR in the upper part so that you can take better pictures of high contrast scenes.
	Select this icon to set a 2, 5, or 10-second timer or deactivate the timer function.
WB	Touch the rightward arrow to expand new options, and select this icon to adjust the white balance settings.
ISO	Touch the rightward arrow to expand new options, and select this icon to adjust the ISO settings.
	Touch the rightward arrow to expand new options, and select this icon to adjust the shutter speed.
	Touch the rightward arrow to expand new options, and select this icon to adjust the brightness.

Change advanced settings

Select Settings by the right side, and change the advanced settings for your camera.

Press and hold camera button

You can press and hold the camera button to capture a video, enable the photo burst, or deactivate these functions.

Aspect ratio

Set the Aspect ratio to 16:9 or 4:3 to match your shooting habits.

Framing grid

Here you can select a framing grid from four options: Rule of thirds, Golden ratio, Crosshairs, and Square. If you dislike the grid, just turn it off.

Time lapse

When the timer is on, this function allows the camera to keep taking photos until the camera button is pressed again. In this way, you can select a satisfactory photo from more options.

Video recording

Specify 1920x1080p/30 fps, 1280x720p/30 fps, or 640x360p/30 fps to record a video.

Flicker reduction

Select a frequency such as 50 or 60 Hz to reduce flicker when a video is being recorded.

Digital video stabilization

Touch the toggle to turn off this function or enable the automatic stabilization.

Related settings

Here you can change where photos and videos are saved, choose whether the camera can use your location information, and change your privacy settings.

Turn off the camera shutter sound

You can turn off the shutter sound the camera makes by muting the volume. This will turn off all tablet sounds.

In the task bar, select **Volume** , and adjust the volume slider all the way down to mute the sound.

2.7.3 View photos and videos

By default, your photos and videos are saved to the Camera roll. You can choose to save your pictures to OneDrive, so you can access them from any web-connected device.

There are a few ways to look through your photos and videos:

- **Camera app.** Select **Photos** in the lower-right corner to open the Photos app and view the most recent picture or video taken. Swipe right to see others in your collection.
- **Photos app.** Select **View collection** in the top-left corner to see other photos and videos in your collection.
- **File Explorer or OneDrive app.** Go to your Pictures library and open your Camera roll.

To change where your pictures are saved:

- In the Camera app, select **> Related settings.**
- Select **Change where photos and videos are saved,** select **Yes** to open Settings, and select **Change where new content is saved**.
- Under **New photos and videos will save to**, select a desired storage and select **Apply**.

2.7.4 Edit photos and videos

To edit photos:

- Open a photo using the Photos app or the OneDrive app.
- At the top of the screen, select **Edit** .
- Choose from Basic fixes and Enhance, light and colour adjustments, and effects.
- Once the picture is how you like it, select **Save** or **Save a copy**.

To trim videos:

- Open a video using the Photos app.

- Select Trim to make the video shorter. Move the handles at the left and right ends of the time line to the new start and stop points you want.

2.8 Mail

2.8.1 Add and remove email accounts

The first time you start the Mail app:

- If you signed in to your Plus12 with a Microsoft account, your mail account is already set up. You can then add other accounts from Outlook, Gmail, AOL, Yahoo!, and even your work email (Exchange ActiveSync).
- If you signed in to your Plus12 with a local account, your mail account isn't set up yet. You'll need to add an account using an email address to begin using Mail. After you create the first email account, you can add other accounts.

To add an email account:

- Go to Start, and select **Mail**.
- In the bottom-left corner of the Mail app, select Settings. Settings appear in a pane along the right edge of the Mail app window.
- Under **Settings**, select **Accounts** > **Add account**, choose the type of account you want to add, and follow the on-screen instructions.

Note: You'll need your user name (email address) and password to set up most email accounts. In some cases, you'll need to provide more info, which you can usually find on your email account's website.

After you add an email account:

- Contacts from your email account appear in the People app.
- Appointments appear in the Calendar app.

To remove an email account from the Mail app:

- In the Mail app, select **Settings** > **Accounts**.
- Select the account you want to remove, and select **Delete Account.**

2.8.2 Change account settings

To change your email account settings:

- Go to Start, and select **Mail**.
- In the bottom-left corner, select Settings.
- Select **Accounts**, and choose the account that you want to change. Settings appear in a window along the right edge. In Settings, you can do things like your change your email password, choose how much email to download, or set up an email signature.
- Change the settings you want, and select **Save**.

2.8.3 Use the Mail app to manage messages

The Mail app has three panes:

- The left pane shows you your email folders and accounts. Select a folder or account to switch to it.
- The middle pane shows you messages for the selected email account.
- The right pane is the reading pane, showing you the content of the selected email message.

Here's how to get things done in the Mail app:

Task	What to do
Reply, Reply all, or Forward	• Select a message, and select **Reply**, **Reply all** or **Forward** at the top of the Mail app window.
Delete messages	Swipe from right to left across each message you want to delete. Or, select one or more messages and select Delete at the top of the Mail app window.
Search for messages	Select **Search** at the top of the Mail app window. In the search box, enter what you want to find—someone's name or text from an email message—and press Enter (or select the Search icon) to search.
Email notifications	New email notifications appear in the Action centre.
Sync email	To manually sync your email, select **Sync** next to the account name in the left pane. By default, the Mail app downloads new email as it arrives. To change how often and how much email the app downloads select **Settings** >**Accounts**, and select the account that you want to change.
Send an attachment	In a new email message, select **Insert** at the top, and select **Attach File**. Select the files you want to add to the message, and select **Open**.

Add a contact	Select an email address in a message and select **Open Contact** to open the People app. Select the **Save** icon in the top-right corner.

2.9 Microsoft Edge

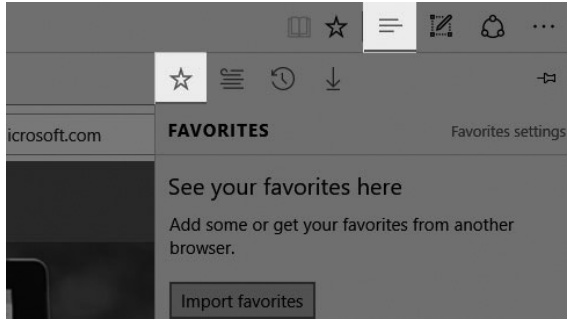
To get going, select Microsoft Edge on the Windows taskbar.

2.9.1 Hub: all your stuff in one place

Select **Hub** to view your favorites, reading list, browsing history, and current downloads.

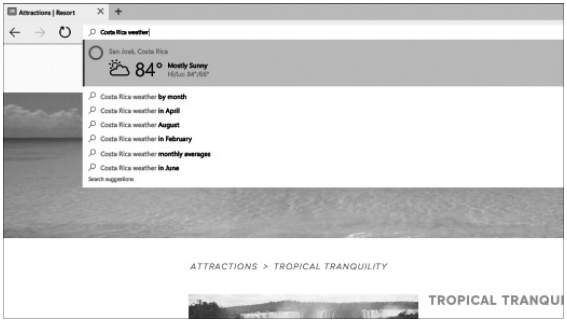
Note: Sign in with a Microsoft account to make your favorites and reading list available across all your Windows 10 devices.

To import your favorites from another browser, select **Hub** > **Favorites** > **Import favorites**. Press and hold (or right-click) any item in the list and select Sort by name to arrange them alphabetically.



2.9.2 Search faster from the address bar

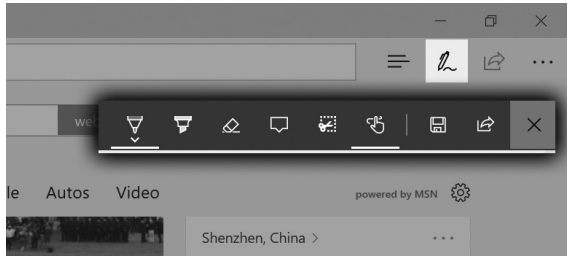
Whether you're looking for pictures of penguins or just want to know what the weather is, save time by typing your search directly in the address bar. You'll get search suggestions, instant results from the web, and your browsing history, on the spot.



2.9.3 Web notes

When you browse an interesting web page, it may be frastrusting if you find there is no asistance tools to help mark out the parts you love.

Do not worry. the Web notes tool here can help you with that in Microsoft Edge.



The following options are available on a page opened.

Mark out the desired parts on the page with thin lines. You can set the line width and color.

Mark out the desired parts on the page with thick lines. You can set the line width and color.

The eraser helps remove unsuccessful marks.

Make comments on the page to record your important ideas.

Take screenshot of the part you love.

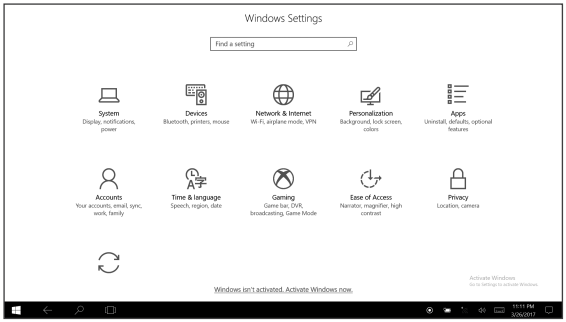
Select this option so that you can use the preceding features with a mouse, the touchpad, or your finger.

Save your notes to OneNote, Favourites, or Reading List.

Share your notes with Cortana Reminders, Feedback Hub, or OneNote.

2.10 Settings

Go to Start, and select Settings for access to all your settings.



2.11 Other apps on your Plus12

OneNote

You can use the OneNote app on your Plus12 to take notes and store them in the cloud. With OneNote, you'll have your notes whenever you need them—on your tablet, phone, or the web.

Calendar

Use Calendar to manage your busy schedule. Use the **What's next** view to see what's on the schedule or look at entire days, weeks, workweeks, or months.

People

The People app brings all your contacts together in a single space. See each contact's email address, phone number, website, and other information at a glance.

Groove Music

Groove Music lets you access your music collection and more from your Plus12.

Films & TV

Movies & TV brings you the latest movies and TV shows as well as featured hits. It offers recommendations based on what you've watched, making it easier to find something new that you'll like.

News

News brings you the latest breaking stories as well as more in-depth coverage. You can customize the coverage to add more local information or highlight the topics you choose.

Weather
The Weather app offers hourly, daily, and 10-day forecasts as well as historical information and annual weather trends. You can also add locations, so you can see not only the information for where you are but for where you might be heading.

Money
Money not only covers the fast-moving market conditions but lets you track your portfolio, browse financial news articles, and access tools and calculators for common financial tasks.

Sports
Sports brings you scoreboards, schedules, videos, slide shows, and news headlines and stories to help you keep up to date with the world of sports and your favorite teams.

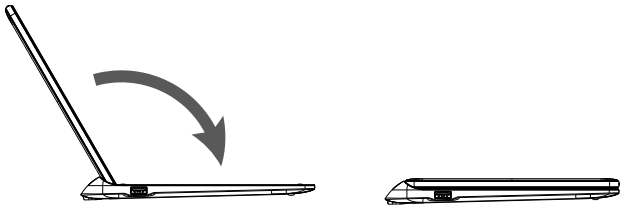
Maps
Maps lets you see your current location, zoom in for greater detail, zoom out for a bigger picture, scroll or search for new locations, get directions, and more.

3 Working with the keyboard

The keyboard enables your tablet to work as a laptop by providing physical keys, a gesture-enabled touchpad, and the option to connect a mouse, a smartphone, another tablet, etc.

3.1 Folding your tablet

When you fold your tablet with the keyboard, it becomes more portable, occupies less space, and goes to sleep to extend the battery life.



3.2 Touchpad gestures

The keyboard touchpad supports ten gestures to make operations much easier.

One finger

Double tap to start an app. This equals the effect of left-clicking using a mouse.

Double tap and slide to move an icon across the screen.

Two fingers

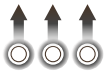
Touch to show the attributes of an object. This equals the effect of right-clicking using a mouse.

Touch and slide up and down for scrolling up and down.

Draw two fingers apart or together to scale an element on the screen.

Three fingers

Touch to start the Cortana search assistant.



Touch and slide up to switch to the multitasking view.

Touch and slide down to show the desktop by minimizing all the windows.

Touch and slide left or right to switch between tasks.

Four fingers

Touch to show the Action centre.

3.3 Keyboard button

The keyboard button is located at the upper right part of the keyboard. Different durations of pressing enable the corresponding operations.

Duration	Operation
Short press	Start up the keyboard.
	Wake up the Wi-Fi hotspot when it goes dormant.
	Shut down the keyboard.
6s	Forcibly restore the factory settings of the keyboard.
10s	Forcibly restart the keyboard when it crashes.

3.4 Keyboard indicators

You can learn about the keyboard's status by checking the power ( ) and data ( ) indicators.

Power indicator

Constant white	Battery higher than 10%
Constant orange	Battery lower than 10%
Off	Battery lower than 5% and keyboard shut down

Data indicator

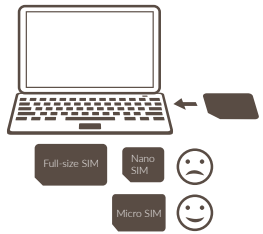
Constant white	3G/4G data service available

Flashes white with 0.2s intermittence	An SMS message received but not read
Constant orange	3G/4G data service not available
Off	Keyboard dormant or shut down

3.5 Connecting to a keyboard hotspot

The keyboard creates a hotspot for internet access after you insert your 3G/4G SIM card. By connecting your tablet to the hotspot, you can enjoy internet services, such as online chats, webpage browsing, videos, games, etc.

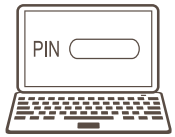
- Insert a 3G/4G SIM card in the keyboard slot.



- Press to start up the keyboard.

- Enter the PIN code(1) of your SIM card.

(1) The PIN code may not be required in some countries.

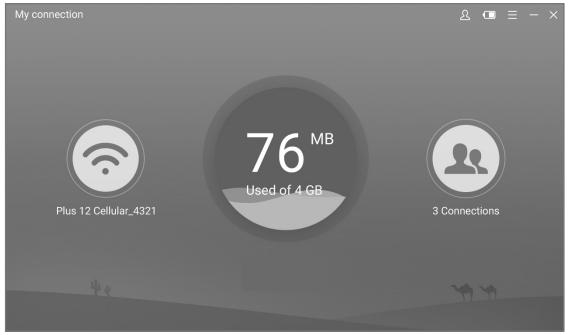


- Once connected, the data indicator on the keyboard will turn on constant white.

3.6 Keyboard setup

After your tablet is connected to the keyboard hotspot, you can set up your keyboard using the My Connection application.

- Double-click the My Connection icon on the desktop.
- On the page that appears, enter the default password "admin" to log in.
- From here you can alter settings for your SIM card, data usage, SMS, online updates, and other keyboard features.



4 Troubleshooting

Before contacting the service center, you are advised to follow the instructions below:

- You are advised to fully charge the battery for optimal operation.
- Avoid storing large amounts of data in your tablet as this may affect its performance.
- Use Factory data reset and the upgrade tool to perform tablet formatting or software upgrading. All user tablet data: contacts, photos, files, and downloaded apps will be lost permanently. You are strongly advised to fully back up the tablet data and profile before doing formatting and upgrading.

My tablet cannot be started

- When the tablet cannot be started, charge for at least 20 minutes to ensure the minimum battery power needed, and then try to start it again.

My tablet has not responded for several minutes

- Press the Power key for 10s to shut down your tablet. Then start your tablet again after 2 minutes.

My tablet turns off by itself

- Check that your screen is locked when you are not using your tablet, and make sure the Power key is not mis-contacted due to unlocked screen.
- Check the battery charge level.

My tablet cannot charge properly

- Make sure that your battery is not completely discharged; if the battery power is empty for a long time, pressing the Power key will not make the the battery charger indicator appear on the screen unless the tablet has been charged around 20 minutes.
- Make sure charging is carried out under normal conditions (0°C to +40°C).

- When abroad, check that the voltage input is compatible.

I am unable to download new files

- Make sure there is sufficient tablet memory for your download.

The tablet cannot be detected by others via Bluetooth

- Make sure that Bluetooth is turned on and your tablet is visible to other users.
- Make sure that the target device is within Bluetooth detection range of your tablet.

How to make your battery last longer

- Make sure you follow the complete charge time (minimum 2.5 hours).
- Adjust the brightness of screen as appropriate.
- Extend the email auto-check interval for as long as possible.
- Manually update news and weather information when required, or extend their auto-check interval.
- Stop background-running apps if they are not being used for a long time.
- Deactivate Bluetooth or Wi-Fi when not in use.

The tablet will become warm following game playing, Internet surfing or running other complex apps.

- This heating is a normal consequence of the CPU handling excessive data. Ending above actions will make your tablet return to normal temperatures.

Which browser does the device support?

- It supports Firefox, Safari, Internet Explorer, Opera, and Chrome

Why the device needs 2s to be activated after the Power key is pressed or the fingerprint is recognized?

- This is a consequence of a specific technical scheme adopted to maximize the battery life.

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